

Punctuation

Read the following definitions before punctuating the sentences.

Full Stop

Marks the end of a complete sentence or statement, *e.g. Ben really likes chocolate cake.*

Question Mark

Used at the end of a direct question, *e.g. What is your favourite colour?*

Exclamation Mark

Indicates surprise, emphasis, strong emotion and sometimes disbelief, *e.g. That's terrible!*

Comma

Separates units of meaning in a sentence, *e.g. I love playing basketball, tennis and badminton.*

Semi-colon

Separates two main clauses that are closely related to each other, but could stand on their own as sentences, *e.g. Heather likes oranges; James likes pears.*

Colon

Comes after a complete sentence to introduce a list, quote or definition, *e.g. You should bring three things: flour, sugar and water.*

Dash

Separates elements within a sentence and indicates emphasis, interruption, or an abrupt change of thought. Can act as brackets or be used in place of the word 'to', *e.g. Could you please try - try your very hardest - to ignore him.*

Ellipsis

Indicates that one or more words are missing, *e.g. Indicates... words are missing.*

Brackets/Parentheses

Enclose additional related information, *e.g. I left you some cake (it's in the fridge.)*

Apostrophe

Indicates possession, or that letters have been left out, *e.g. That's Jerry's book.*

Quotation/Inverted Commas

Indicates quotes, direct speech and slang or foreign phrases, *e.g. "I'm sorry, I simply don't remember," she said.*

Punctuate the following sentences:

1. where have you been all day
2. ill need two things a tent and a sleeping bag
3. i dont believe it
4. youre my friend my very best friend
5. how awful
6. please could you fetch me three apples two pears a peach and a carton of orange juice
7. if you dont stop that immediately im going to
8. dont do that actually never mind
9. move along theres nothing to see the police officer said
10. thomas has five hundred pounds £500
11. come back thats benjamins bike she yelled
12. shenika cant stand fruit cake benny will eat it

Complete this passage by adding commas where appropriate:

Tommy woke up early on the morning of the school trip packed his bag twice as quickly as usual and ate breakfast really fast. He ran all the way to school almost bumping into his best friend as he reached the school gates. He had never been to the zoo before and Mr Thompson had promised that there would be hippos tigers snakes and more! Tommy's biggest wish was to see a lion though. He knew lions had huge teeth big claws and a loud roar but he wanted to see it for himself.

Complete this passage by adding apostrophes where appropriate:

The tigers roar was so loud it could be heard all through the jungle. "Do you think its coming this way?" Timmy whispered to his sister.
"I dont think so," she said uncertainly. Timmys heart was pounding in his chest as they crept carefully through the bushes. Then, out of nowhere, two tigers appeared! The tigers teeth looked sharp, their claws deadly.
"Run!" shouted Timmy.